

3-2-2010

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
Tuesday, March 2, 2010  
AA Large Conference Room  
Minutes**

**Present:** Richard Miller, Bill Tallon, Blaine Ferrell, Sherry Reid, Juanita Bayless (representing Don Swoboda), Sylvia Gaiko, Sharon Buzzard (representing Dennis George), Jim Flynn, Brian Coutts (representing Mike Binder), Dean Kahler, Craig Cobane, Tuesdi Helbig, Doug McElroy, David Lee, Mike Dale, Sam Evans, Alecea Davis, John Bonaguro & Richard Bowker

**Guests Present:** Roger Murphy

**I. Information/Clarification Items:**

**A. Enrollment Report (Kahler)**

Dr. Dean Kahler handed out the most recent enrollment report (report as of Monday, March 1<sup>st</sup>) and discussed the numbers on the report (*see packet for report*). He stated that he had been doing analysis on the departmental level and giving those figures to those departments who had asked for them. He also let the group know that currently the Office of Financial Aid was working on award packages and notices and they would be going out soon.

**B. Distinct Dialogues (Cobane)**

Dr. Craig Cobane explained what the Distinct Dialogue event is and what takes place at this event. After informing the group of the event, he asked the college deans about their interest in sponsoring a table at the event. The dean could then pick the honors faculty member, the honors student and their highest donor prospects to attend the event and sit at the table they sponsored. Of course, the development officers of that college would be attending as well. Dr. Cobane informed the group that it would take \$500 to sponsor a table. All deans agreed to continuing discussing and support it (except Sherry Reid).

**C. University Research Council – Honors College (Cobane)**

Dr. Cobane told the deans that the Honors College was working on its strategic plan and was seeking a little input in certain areas. He asked the deans their thoughts on what is the role of the Honors College in bringing academic excellence to the university, and what would they like to see the Honors College do in order to reach the status of some of the other great honors programs (like Oregon State, Franklin and Marshall College, Sewanee, etc). (*see report in packet for more information*)

**D. Sashes/Cords at Graduation for International Experience (Flynn)**

Dr. Jim Flynn discussed options that the international staff had talked about in regards to sashes/cords for graduation for those that have participated in some type of study abroad experience. The general consensus was that most everyone liked the idea of recognizing them, but some thought a pin might work better or a sticker on the top of the graduation cap. However, Dr. Juanita Bayless brought up the idea of giving them the pin/sash/cord right after they came back from trip (semesterly) instead of waiting until graduation. Everyone agreed mostly that a little reception was an appropriate occasion to give the pin/sash/cord, but the timing and exactly what they gave is still TBD. Suggestions and thoughts were noted and taken by Dr. Flynn and he will get back with everyone on what they finally decide to do.

**E. Stipends for Cell Phones (Burch)**

Alecea handed out a list to each dean of who in their respective areas they pay cell phone bills for. Dr. Burch then discussed the new stipends being issued to those using cell phones for university business. She told the council that instead of the university buying cell phones and paying for the bills associated with those cell phones that now the university would be issuing each person (who uses their cell phone for university business) a stipend to pay the cell phone bill. That as the new policy will state, that each person is now responsible for their own bill and plan and the university will reimburse the employee for that via a stipend. Ms. Ladonna Hunton noted that the way the new policy is laid out, that the stipend will be taxed, therefore, the individual will not receive the full amount of the stipend. Also, Dr. Burch said that in the future, those who purchase new cell phones will have to do so on their own and then the university will cover the cost of the bill itself should the dean/supervisor approve it. Lastly, Dr. Burch suggested using this time to adjust your list. Deans/supervisors may choose not to pay for certain individual's bills anymore or they may choose to add new people to the list of those they currently pay for. Now is a good time to also look for those cell phone lines that were never taken off and the university is still paying for. Dr. Burch informed the group that the change would come in March, but more details were to come. Dr. Burch said that she would talk with Edwin Craft and get the official statement so that the deans could circulate it to the right people.

**F. SACS – 5<sup>th</sup> Year Review (Burch)**

Dr. Burch made the announcement that the 5<sup>th</sup> year SACS review was coming up and that she has already put together a team (minus a writer which is still TBD). The SACS liaison is still Dr. Rich Miller and the co-chairs for the committee working on putting everything together is Drs. Doug McElroy and Sylvia Gaiko.

She has asked several individuals from the last team to serve as advisors for this team (Retta Poe, Dennis George, Bob Cobb, etc). She anticipates the team visit being in Summer 2011. She told the council that the committee met last Friday (Feb 26<sup>th</sup>) to get started.

**G. Indicators (Outcomes) of Academic Efficiency (*Burch & McElroy*)**

Dr. McElroy reminded the council that the document (see packet for document) was the one that they all worked on together at the Deans, Dept Heads & Directors Workday in January. After the workday, he used tweaked the document and gave it to the President, which he took with him to plead his case for no budget cuts to higher education funding. Nothing has really happened since then, but wanted to give the council the final product. If there is anything to add or change at this point let him know.

**H. Updates regarding Budget Matters (*Burch*)**

Dr. Burch reported that President Ransdell felt good about his meeting with all the other presidents and legislators in Frankfort recently. He felt sure that higher education wouldn't receive a 2% cut this fiscal year, however, she stated that reports this morning indicate some sort of cut. The belief is if P-12 is going to endure cuts so should higher education. She believes we are still very fortunate. Mrs. Hunton asked if Dr. Burch was ready to allocate the carryforward we were holding back in case of a budget cut and Dr. Burch said she would like to check the numbers one more time and then allocate it out.

**II. Discussion/Action Items:**

**A. Considerations for Faculty Retiring (*Lee & Burch*)**

Drs. Burch and Lee had previously discussed what could be done about faculty who are retiring that in the last several years did not have much of a salary increase. Dr. Lee at that point had suggested to her a variety of things one being giving them a one-time adjustment in their last year with the understanding that they would retire after that year. The one-time adjustment would help raise their 'last three-year average,' increasing their retirement pay drastically. However, Dr. Burch informed the deans that after doing some research and having some conversations with those in HR and Finance that, that option was not a viable one because of standards set by KTRS. She said she realized that she was coming to the table with no answers at this point, but that it was something to keep working on and she just wanted to provide an update for now.

**B. Report from ACE Team (*Murphy*)**

Dr. Roger Murphy briefly discussed the final ACE Team report (see packet for report). He talked briefly about the five learning outcomes the committee had identified and the seven goals. He mentioned that the ACE Team felt some type of assessment team was needed to determine whether or not the goals and learning outcomes were being met. He said the team came up with over 100 recommendations, however, they decided not to prioritize the recommendations because the entire team felt colleges and departments could contribute in different ways. Which recommendations one college/department felt they might be able to achieve might not be the same for another college/department so this was the basis for them not prioritizing. The team felt this needed to be a bottom-up implementation process. Dr. Murphy stated that a majority of the recommendations do not require new financial support because some of them are things/areas we are already doing we just need to tweak and improve those areas. The team stressed the need to get more people (faculty and staff) involved and changing the campus culture. That the team didn't want this to be the same people doing the same things they always do but they want to find a way for everyone to tap into this document/recommendations in their own way and buy into it. He said that the team thought one way everyone could get involved was through curriculum and this is one area that the team stressed importance. The council and Dr. Murphy discussed next steps and decided that the next step would be to take this document back to the colleges and allow them to pick what their priorities are and which recommendations they choose to implement or tweak what they are currently doing. It was decided that the deans would report back at a mid-April CAD meeting what priorities they had identified based on the list of recommendations provided by the ACE Team report.

**C. Update regarding Implementation of Navitas Agreement (*Kahler*)**

Dr. Kahler reported that the team of four from Navitas would be on site beginning Monday, March 8<sup>th</sup>, of which two of the four will stay through October. He said that currently Navitas is hiring staff for all three locations (WKU & the two UMass campuses). He reported that the Navitas folks do have an office in TPH now and for the time being will be working out of one office. He reported that PCAL has the majority of classes being offered first so Dr. Larry Snyder (PCAL Associate Dean) has been working diligently with Dr. Kahler and the Navitas team to get those classes/curriculum ready for instructors of Navitas to teach in the fall. In May, Dr. Kahler believes that the Navitas team will start conversations with other department heads about other program offerings. He also stated that the Navitas team is already hot on the trail for recruiting saying that they have put together an eight page piece/brochure that they are using to market the program at WKU.

The meeting was adjourned.

Respectively submitted,

A handwritten signature in cursive script that reads "Alecea R. Davis". The letters are fluid and connected, with a prominent capital 'A' and 'D'.

Alecea R. Davis